

# LIBRARY USE ONLY

## GROTON PUBLIC LIBRARY

### BOARD MEETING

Wednesday, May 14, 2014

Groton Public Library

7:00 p.m., Director's Office

- I) Call to order: The meeting was called to order at 7:04 p.m. by Marie Shaw
- II) Roll call: Betty Anne Reiter, Marie Shaw, Pennie Fox, Susan Kietzman, Ranjna Bindra, Katherine Brighty, Dr. CJ Connolly, Lenore White, and Willard Welch. Excused: Rosemary Duval-Arnould.
- III) Public Comments: None
- IV) Communications: None
- V) Approval of minutes of the April meeting: A motion to approve the April minutes was made by Katherine Brighty and seconded by Susan Kietzman. The minutes were approved.
- VI) Review of April performance measures:
  - A) Circulation was down slightly, especially in adult non-print. Youth non-print was also down. This may be due to Netflix and other ways that these options can be obtained by the public. The Library tries to buy the popular titles, but also purchases foreign and independent films and has a large collection of non-fiction DVDs.
  - B) Downward decline in library visits by 11%. The beam across the door undercounts the number of people coming in. Couples count as one, etc.
  - C) Program attendance is doing quite well. Had 40 adult programs and 1,818 attendees.
- VII) Director's Report
  - A) Staff is working on updating the library's policy manual. Some of the updates reflect changes in the way things are being done. We anticipate suggesting new policies on unsupervised children and services to the homebound. The internet policy will be updated. The suggested changes will be brought to the Library Board for approval in the Fall.
  - B) Our three new Library Board members attended an orientation session about the Library and its services.
  - C) A Volunteer Tea was held on April 15 to thank the Library's dedicated volunteers. Thank you to the Board members who attended.
  - D) Staff received the 2014 Award for Excellence in Public Library Service at the CT Library Association annual conference on April 29.
  - E) 12 book givers participated in World Book Night on April 23 through the Library.
  - F) The Library budget of \$1,687,602 received final approval and the support of Board members is much appreciated.
  - G) The Library Book Sale raised \$2,825.

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### VIII) New Business

- A) Plan a celebration for the Library's Excellence in Public Library Service Award.
  - i) Staff members were present to receive the award at the CLA annual conference on April 29. The award was presented by the CLA President at the annual meeting attended by several hundred people. This is the second time the Library has received the award.
  - ii) The Board would like to do something further to recognize the award. Several ideas were suggested including publicity for the Library, adding to the existing signage, a "Meet the Staff" board as people come into the Library, a letter of commendation from the Mayor for each of the employees and a proclamation of congratulations from the Town.
  - iii) It was agreed that the biggest question is whether the staff want a public or private celebration. An example of a public celebration is a cupcake and punch celebration at the end of the Solstice Celebration. A private celebration could be an offsite party on a Sunday afternoon or a staff luncheon hosted by the Board. Betty Anne will poll staff to determine their wishes.
  - iv) CJ, Susan, Marie, and Pennie volunteered to form a subcommittee to move this forward before the June meeting. Once plans are made, the Board will be notified.
- B) June 21<sup>st</sup> is Summer Solstice celebration at the Library.
- C) The Board needs to review the bylaws and policies to provide input. Review of the bylaws will be on next month's agenda.
- D) The State Library offers a grant program for public library construction requiring a 50% match. We are investigating this program to see if it might be useful for a potential expansion for the Library's historic document storage. Although this is still just an idea, a letter of intent is due on June 6 and a building committee is a requirement. Pennie Fox made a motion that if the Town should decide to pursue the State Grant Program for Public Library Construction, the Library Board would be willing to serve as part of the Building Committee. Lenore White seconded. The motion passed unanimously.
- E) On June 4<sup>th</sup> Khaled Hosseini will be at the Garde Arts Center. Free tickets are available at the Library.

### IX) Old Business: none

- X) Adjournment: Susan Kietzman made a motion to adjourn the meeting at 8:17 p.m. which was seconded by Pennie Fox. The motion passed unanimously.

Respectfully submitted by,

Dr. CJ Connolly  
Library Board Member